



## *Office of Treasury and Fiscal Services*

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### **(PLEASE READ CAREFULLY)**

Thank you for your interest in Georgia Fund 1 ("GF1"), the combined state general fund and local government investment pool managed by the Office of Treasury and Fiscal Services ("OTFS").

Georgia Fund 1 is offered by the State of Georgia to counties, municipalities, public colleges and universities, boards of education, special districts, state agencies, and other authorized entities as a conservative, efficient, and liquid investment alternative. The primary investment objectives of Georgia Fund 1 are safety of capital, liquidity, yield, and diversification with primary emphasis on safety of capital and liquidity. Please be aware, however, that GF1 deposits are not guaranteed or insured by any bank, the Federal Deposit Insurance Corporation, the Federal Reserve Board, or any STATE agency.

The following instructions apply to any county, municipality, public college or university, board of education, special district, state agency, or other authorized entity that desires to open or change a GF1 account. Following the instructions pertaining to the resolutions, we have included instructions on how to execute GF1 transactions.

#### **I. Resolutions**

- A. If you currently have an existing GF1 account, fill in the account number in the blank provided. (If you do not, please leave the first space blank.) Indicate whether this resolution is for a new account or for a change to an existing account. If this is a change to an existing account, fill in the account number in the blank provided. We will make every effort to assign new account numbers in sequence with your existing accounts.

**Note: You should submit a separate resolution for each GF1 account you wish to open or maintain.**

B. Please **TYPE** the information requested in the spaces provided. Please note:

1. Each resolution **MUST be signed by the HEAD of the governing authority** with his/her name typed in the space below.

2. All resolutions **MUST be NOTARIZED**. The notary **CANNOT** be a person listed elsewhere on the resolution.

3. Additional pages may be attached to the resolution but each page must be signed by the **HEAD** of the governing authority and **NOTARIZED** as outlined above.

4. We are **prohibited from accepting and processing** resolutions that do not comply with the above requirements.

C. We can accept only **ORIGINAL** resolutions with **ORIGINAL** signatures to set up or change an account, including changing the mailing address for statements. We are **PROHIBITED** from accepting **facsimiles or photocopies**. You may, however, photocopy the blank resolution form as needed.

D. Please allow us at least three (3) business days after receipt for processing a resolution and creating or changing an account.

E. (For state agencies) We have eliminated the abbreviated resolution form formerly used by state agencies in order to maintain consistent internal controls for all participants. If your **state agency** has no governing board, resolutions may be signed by the chief fiscal officer or agency head.

F. The following circumstances require submission of a new resolution:

1. Change of authorized individuals
2. Change of bank accounts
3. Change of statement mailing address
4. Change of correspondent bank, if applicable.

II. Deposits & Withdrawals

- A. In order to initiate a deposit or withdrawal from your GF1 account you must contact us **before 2:00pm** on the business *day preceding the day you want the funds transferred* to or from your account. Only person(s) named on the resolution may initiate a transaction. When initiating a transaction you must notify us by telephone of the date and amount of the transaction. **We are strictly prohibited from executing transactions initiated by unauthorized individuals.**

Call request to: 1-800-222-6748

OR (404) 656-2168

- B. Whenever you deposits funds in GF1 you must confirm the amount of the deposit and the length of time the deposit is expected to remain invested in GF1 by mail or facsimile. These confirmations are used for information purposes only and are non-binding.
- C. To Deposit funds into your GF1 account, please contact our office for complete wiring instructions. ***Please note: OTFS does not accept checks.***
- D. We may only transfer funds to bank accounts authorized by the resolution currently on file.

**IF YOU HAVE ANY QUESTIONS OR COMMENTS CONCERNING THESE PROCEDURES OR YOUR ACCOUNT PLEASE CALL:**

**1-800-222-6748 or (404) 656-2168**

*\* Past performance may not be indicative of future results. Neither the information nor any opinion expressed herein constitutes a solicitation of the purchase or sale of securities.*

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